



Administrative/Planning Standing Committee

DRAFT MINUTES

Wednesday, October 26, 2011

1:00 p.m. – 2:00 p.m.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Conference Room 204
Phoenix, Arizona 85007

An Administrative/Planning Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on October 26, 2011 at the ADDPC office, 1740 West Adams, Conference Room 204, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present	
Edward Myers, Chair - Telephone	David Copins
Richard Carroll, Telephone	David Cutty - Telephone

Staff/Guests Present	Members Absent
Larry Clausen, Executive Director	Barbara Brent
Lani St. Cyr, Fiscal Manager	
Marcy Crane, Grants Manager	
Todd Jones, <i>Special Olympics Advocacy Resource (SOAR) Program</i> - Telephone	

A. Call to Order:

Edward Myers called the meeting to order at 1:02 P.M. It was noted that a quorum had been achieved, allowing the meeting to proceed.

B. Approval of Minutes

Edward Myers called for a review of the September 8, 2011 Meeting Minutes.

- Motion was made by David Cutty to accept the Minutes as written.
- Motion seconded by Richard Carroll
- Motion carried

C. SOAR Program

The Committee approved altering the agenda and asked Todd Jones to present information on the Special Olympics Advocacy Resource (SOAR) program. Todd explained that the SOAR program was created by General Electric (GE) and the Reed Smith firm with the goal of providing Special Olympic athletes with increased access to legal representation, advocacy training and life-skills development. The cornerstone of the program is use of volunteer mentors, who in collaboration with athletes, family members, and guardians, help identify specific areas of individual need. The project has been successful in recruiting volunteers from Arizona law firms, who in turn have been providing free services to athletes. Examples of legal assistance were provided, and each has led to positive

outcomes for the athletes. Noting that several Arizona agencies/organizations are already doing work in the areas of legal representation, advocacy training, and enhancing life skills, Todd emphasized that Project SOAR does not intend to replace existing services, but instead is designed to support and augment existing programs/services with special attention to filling any gaps that exist. The Committee applauded the efforts made by Project SOAR and encouraged Todd to stay in touch with the ADDPC if he identified areas where collaboration could occur.

D. Review of Tabled Items

The Administrative/Planning Committee recommendations could not be presented at the September Council meeting due to lack of time. Larry presented the topics that will be placed on the December ADDPC meeting agenda and asked for comments or questions. The agenda items are:

- Recommendation for amending the existing policy on Council member reimbursement and stipend payments.
- Recommendations for amending the 2011 By-Laws to incorporate language recognizing the Native American Center for Disability Law as a Protection/Advocacy/Indian Consortium.
- Recommendation to accept the Performance Review conducted in April 2011 for the Executive Director.

Discussion was held about the Executive Director Performance Review and the lack of a mechanism to award ADDPC staff salary increases based on performance. It was noted that while the Developmental Disabilities Act allows Council's to independently manage issues related to salary the Council is housed within a State Agency that has established guidelines that must be followed in administering pay. David Cutty indicated that he would discuss the issue at the December ADDPC meeting.

E. Proposed New Position

In response to increased work activities related to grant development, posting, review, awarding and monitoring, Larry has been working with both the Department of Economic Security and the Department of Administration to develop a new position. The details of the position are as follows:

- ✓ The Official Classification Title is Administrative Services Officer I
- ✓ The Working Title will be Contract/Grant Coordinator
- ✓ The Pay Grade will be a 21 with an annual salary not to exceed \$51,000.

The position will function to support all grant activities with the goal of preparing and posting Request for Grant Activities more frequently. It will be used to support current grant activities and expand ADDPC presence in the community and among organizations that may be interested in applying for ADDPC funds. The position will also be used to enhance relationships with the community to increase the opportunity for exchanging ideas, comments, and suggestions for successfully implementing the 2012-16 State Plan.

- A motion was made by Dave Cutty to recommend approval for the new position.
- The motion was seconded by Rich Carroll.
- The motion carried.

F. Contract Review Process

Discussion was held regarding expanding the role of the Administrative/Planning Committee in reviewing grantee contracts at the end of funded projects to determine if the project achieved stated goals, met all requirements set forth by contract, and resulted in the development of best practices. It was noted that the ADDPC does not have a process in place for this activity and that final review is an important aspect of the award process.

- A motion was made Richard Carroll to assign oversight review to the Administrative/Planning Committee for grants/contracts at their conclusion to determine effectiveness, best practices and impact on fulfilling the State Plan.
- The motion was seconded by David Cutty
- The motion carried.

G. ADDPC 2012 Meeting Schedule

The proposed quarterly meeting dates for 2012 the ADDPC was presented to members.

- David Cutty made a motion to recommend the calendar to the Council at the December meeting.
- Richard Carroll seconded the motion.
- The motion carried.

H. Next Meeting Date

No meeting date was set with the understanding that the Chairperson and Executive Director will consult and set the next meeting when enough agenda items are gathered.

I. Call to the Public

No public members were present in person or by telephone.

J. Adjournment

- Motion for adjournment was made by David Cutty
- Motion seconded by Ed Myers.
- Committee meeting adjourned at 2:10 P.M.